



# Medical Marijuana Registry

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## Medical Marijuana Registry Physician Update October 2011

The Registry has implemented several cost-saving and fraud-reducing procedures to improve compliance with Board of Health regulations, reduce financial barriers for low-income patients and increase ease of application. These changes include fee reduction and waiver opportunities; a modified approval process; new heat-sensitive registration cards; and electronically writeable forms available on the Registry's website. To keep current with Medical Marijuana Registry policies, procedures and other activities, please visit the website often. **For questions or comments, please contact us at 303-692-2184 or [medical.marijuana@state.co.us](mailto:medical.marijuana@state.co.us).**

**Low-income Fee Waiver:** The Registry now offers a fee waiver to patients whose household income is at 185% of the Federal Poverty Level or less. To apply for a fee waiver, patients must submit a Request for Fee Waiver/Tax-Exempt Status (form #MMR1010) with their application packet. Patients who already have their registration card, may also use this form to apply for tax-exempt status. The chart below indicates the annual household incomes, adjusted for family size, that qualify for a fee waiver.

**Household incomes at 185% of  
2011 Federal Poverty Guidelines\***

# in Family	Annual Income
1	\$ 20,146.50
2	\$ 27,213.50
3	\$ 34,280.50
4	\$ 41,347.50
5	\$ 48,414.50
6	\$ 55,481.50
7	\$ 62,548.50
8	\$ 69,615.50
Each additional	\$ 7,067.00

**Source:** \*Poverty guidelines are updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).

The Registry will continue to accept proof of Food Stamps and Supplemental Security Income benefits for applications received before December 31, 2011.

**New Registry Cards:** On October 5, the Registry began issuing new cards with additional security features as part of its on-going fraud prevention efforts. Beginning with card number B42150, Registry cards are now one-half an inch larger and have a heat-sensitive mountain scene that disappears when touched.

**Fee Reduction Hearing:** The Board of Health will hear public comment and vote on the Registry's proposal to reduce the application fee from \$90 to \$35 on November 16, 2011. The Board of Health Hearing will be at the Colorado Department of Public Health, 4300 Cherry Creek Drive South, Denver, CO. For more information on Board of Health meetings visit [www.cdphe.state.co.us/op/bh/](http://www.cdphe.state.co.us/op/bh/).

**New Electronic Forms:** Many of the Registry's patients have high risk factors for low literacy and reduced comprehension due to chronic pain and long-term illness. To improve readability and accuracy rates, the Registry is conducting an extensive literacy and readability review of its forms, website and other written materials. **New application packets and forms will be posted in October** on the Registry's website. See page 2 for a list of forms. The new forms promote easier understanding and user-friendly access, including the ability to fill forms out electronically. Blue ink is no longer required on any forms.

**Annual Renewals:** The Registry is anticipating a high volume of annual renewals in the next few months. The renewal process is the same as for new applicants. Applicants are encouraged to begin the process 45 – 60 days before their card's expiration date. Applicants should not send in applications more than 60 days before their expiration date. Applications received more than 60 days prior to the expiration date are rejected. The \$90 application fee is cashed by the Registry. Applicants who choose to submit a new application within the 60-day window will have to pay an additional \$90 fee.

**Application Denial Process:** The Registry is now enforcing a new application denial process to reduce excessive processing time and personnel expenses. Per Colorado Board of Health regulations, the Registry will deny an application "if the department has twice rejected the patient's application, and the applicant's third submission is incomplete. If the department denies an application, then the applicant may not submit a new application until six months following the date of denial and may not use the application as a registry card."

### **Tips for Improving Application Accuracy:**

The Registry's goal during this busy renewal season to improve acceptance rates for first submissions by providing effective communication, exemplary customer service and efficient application processing. Thank you for being a vital partner in this process to ensure patients receive quality care.

Following are a few of the most common mistakes found on applications. Please feel free to pass this information on to your patients.

- ❑ **Incomplete Information:** Many forms are rejected because patients did not answer required questions, or provided only partial information. Encourage patients to review responses for completeness and accuracy.
- ❑ **No Error Corrections:** If a mistake is made on the form, complete a new one. Do not write over, white-out or cross-out information. This will void the form.
- ❑ **Proper ID:** Patients must submit a copy of their photo ID with every form. If the patient does not have a Colorado ID, proof of residency must also be submitted. The ID and proof of residency must be current and clearly readable with no labels, marks or other modifications.
- ❑ **Legal Name:** Make sure the name on the Application and the Physician's Certification matches the name on the patient's photo ID.
- ❑ **Notary:** Many forms have been rejected because the date of the patient's signature was not the same as the date of the notary's signature.
- ❑ **Physician Certification:** Physician Certifications can only be signed by physicians for whom we have a current copy of the DEA Certificate on file. If your current DEA certification is not on file at the Registry, please fax a copy to 303-758-5182.
- ❑ **Form of Payment:** The Registry does not accept temporary checks or cash. Patients must submit a check or money order made out to CDPHE. If the patient sends a third-party check, it must have the patient's name in the reference/memo line.

**Physician-Patient Relationship:** Legislation requires that recommendations for medical marijuana use may only be made by physicians who have an active MD or DO medical license and a bona fide physician-patient relationship with the applicant. *Only the physician may complete and sign the Physician Certification.* The Board of Health has defined a bona fide physician-patient relationship as:

1. A physician and a patient have a treatment or counseling relationship, in the course of which the physician has completed a full assessment of the patient's medical history and current medical condition, including an appropriate personal physical examination;
2. The physician has consulted with the patient with respect to the patient's debilitating medical condition before the patient applies for a registry identification card; and
3. The physician is available to or offers to provide follow-up care and treatment to the patient, including but not limited to patient examinations, to determine the efficacy of the use of medical marijuana as treatment of the patient's debilitating medical condition.

### **Forms available at:**

**[www.cdphe.state.co.us/hs/medicalmarijuana](http://www.cdphe.state.co.us/hs/medicalmarijuana)**

Form #	Form Name
MMR1001	Application for Registration Card (Adults, 18 and older)
MMR1002	Medical Marijuana Registry Card Application for Patients Under 18 Years of Age
MMR1003	Change of Patient Records
MMR1004	Report of Lost, Stolen or Damaged Registry Card
MMR1005	Request for Patient Information
MMR1006	Voluntary Caregiver Registration
MMR1007	Request to Surrender Registry Card
MMR1008	Removal from Voluntary Caregiver Registry
MMR1009	Caregiver's Patient Limit Waiver
MMR1010	Request for Fee Waiver/Tax-Exempt Status
MMR 1011	Change of Homebound Status

**For more information, please visit: [www.cdphe.state.co.us/hs/medicalmarijuana](http://www.cdphe.state.co.us/hs/medicalmarijuana).**  
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